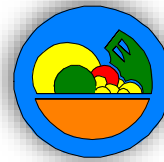




GREATER TZANEEN Municipality



VACANCY

The following position is advertised and applicants are invited to apply
COMMUNITY SERVICES DEPARTMENT - LICENSING DIVISION

SENIOR PRINCIPAL CLERK
(Job Id Nr. 6/2/1/007)

Salary: R350 075.52 per annum (Job level 7)

The purpose of the job of a Senior Principal Clerk is to render administration services to the division by handling of the bank and reconciliation of cashiers, authorisation of certain transactions and the handling of major queries to ensure good service without any complaints.

Key Performance Areas: ♦ Monitors and supervises activities of staff to ensure that work is performed according to normal operating activities or ad-hoc instructions received from supervisor and to report on activities ♦ Monitors and supervises utilization, application and maintenance of equipment and material to ensure that the equipment and material remains in a good working condition ♦ Performs administrative and human resources related activities to ensure the executing of administration functions and see to the well-being of the staff ♦ Administer registration and de-registration of vehicles, issuing of vehicle, commercial and dog licenses as well as temporary and special permits to ensure the proper function thereof ♦ Prepares bank deposits and see to the banking of the previous day's takings ♦ Administrates issuing of learner's, driver's licenses and PrDP's, conversion or renewal of driver's licenses and PrDP's as well as issuing of Instructor Certificates

Requirements: ♦ Gr 12 ♦ Computer literate ♦ Communication skills ♦ Bilingualism ♦ Negotiation skills ♦ Three (3) years' experience as cashier ♦ Completed NATIS course and 1 years' experience on NATIS will serve as recommendation

Applications on the compulsory prescribed application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV and copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases.

Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

Closing date: 22 September at 15:00

Enquiries: Ms H Maake (015) 307 8381/2/8006

Greater Tzaneen Municipality is an Employment Equity Employer

MR MS LELOPE – Act. MUNICIPAL MANAGER